

MASS MEMORANDUM

#2006-02

TO: Agency Heads and Chief Fiscal Officers
FROM: Jennifer W. Davis, Director, Office of Management and Budget
DATE: July 25, 2005
SUBJECT: Budget Development and Information System (BDIS) 2.4 Instructions
FY 2007 Budget Process

This memorandum provides information for the use of BDIS to prepare the Fiscal Year 2007 operating budget. The following topics are discussed:

- ◆ Training
- ◆ Budget Tracking
- ◆ Internet Reporting
- ◆ CD/Software
- ◆ BDIS User Manual

Training

Training will be offered at 860 Silver Lake Blvd., McArdle Building, Pension Office Training Room, Dover, Delaware from 9:00 a.m. - 12:00 noon and 1:00 – 4:00 p.m. on:

September 8, 2005
September 20, 2005

September 14, 2005
September 22, 2005

Agencies may make reservations for the classes by E-mail to Bob.Hunter@state.de.us. Please make reservations early as the later classes always fill first.

Budget Tracking Hierarchy

BDIS 2.4 uses a hierarchy starting from the budget office analyst, going to the agency supervisors and down to the individual user in order to provide a method for individuals to indicate to their supervisors that their budget is completed. Enclosure Three lists users and shows the current

hierarchy. Please mark on the enclosure to add or delete BDIS users and to modify the hierarchy. Return it to Bob Hunter, Strategic Information System Manager, Office of Management and Budget, SLC D570E by August 26, 2005.

Internet Reporting

Enhanced reporting software, CIZER REPORTS, remains directly accessible through BDIS 2.4. Cizer Reports are also accessible on a stand-alone basis via the Internet at:

<http://reports.budget.state.de.us>

You must use your new BDIS login and password to access BDIS 2.4 data with the Cizer reporting software on a stand-alone basis.

CD/Software

The BDIS and Oracle software is available on a Compact Disk from the Office of Management and Budget. Contact Bob Hunter at 302-739-4206 or Email (Bob.Hunter@state.de.us) to request a copy if your agency did not receive one.

BDIS User Manual

The instructor will distribute the BDIS 2.4 user manual at the training classes. The manual is also available on the Internet under "BDIS" at:

<http://www.state.de.us/budget>

JWD:RH:lh

cc: Robert L. Scoglietti
Mike Jackson
Fiscal and Policy Analysts

Enclosure: List of Current BDIS Users/Hierarchy

**Return to Office of Management
and Budget**